Forms Content Management Program

Electronic OER & NCOER

Background

- **WHO**: FCMP is an Army Business Initiative Council (ABIC) approved effort
- **WHAT**: A total system solution that provides electronic forms, electronic signatures, workflow and reporting capabilities to the Army Enterprise
- **WHEN**: Now
- **WHERE**: Behind AKO (easy, accessible)
- **WHY**: To empower Army users at all levels (MACOMS, units, and individuals)
  - ✓ eliminate the development of stovepipe systems Army-wide reducing development and sustaining costs
  - ✓ Build infrastructure once – use it for all forms applications

Saves time, people, and money

Forms Content Management Program (FCMP)

In a nutshell -

- Army program to upgrade the way we complete and process all forms.
- For a deployed Army, all components.
- Forms page behind AKO, electronic signatures, easy routing capability between users, automatic fill of admin information, regulatory logic imbedded in forms.
- User friendly.
- Army Publishing Directorate program with military evals as the 1st fully functional forms.

Military Evaluations: Bottom Line Impacts

Electronic evaluations:

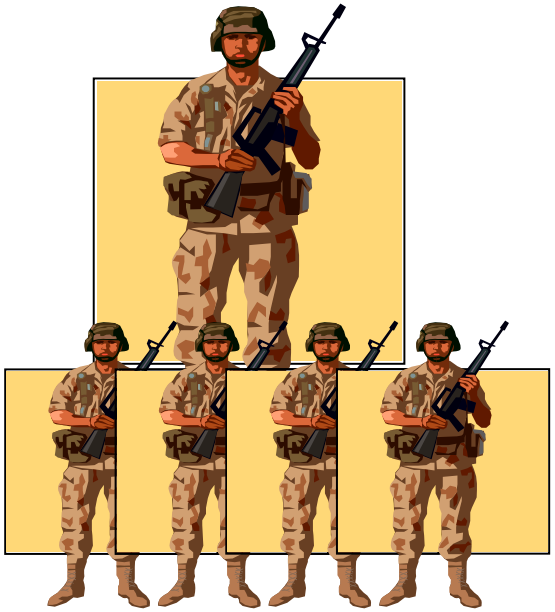
- Ends evaluations work in PSBs (supports PSDR)
- Improves content / reduces administrative errors
- Reduces, or eliminates, overnight mailing costs
- Eliminates need to drive evaluations between FOB
- Make counseling administratively worth the time
- Eliminates interim and legacy systems (Dig Sender, by email, OERSE)

Evaluation impacts mirrored with every subsequent form

- DA Form 638 …

Individual Time Savings

SFC Rodriquez rates four Squad Leaders



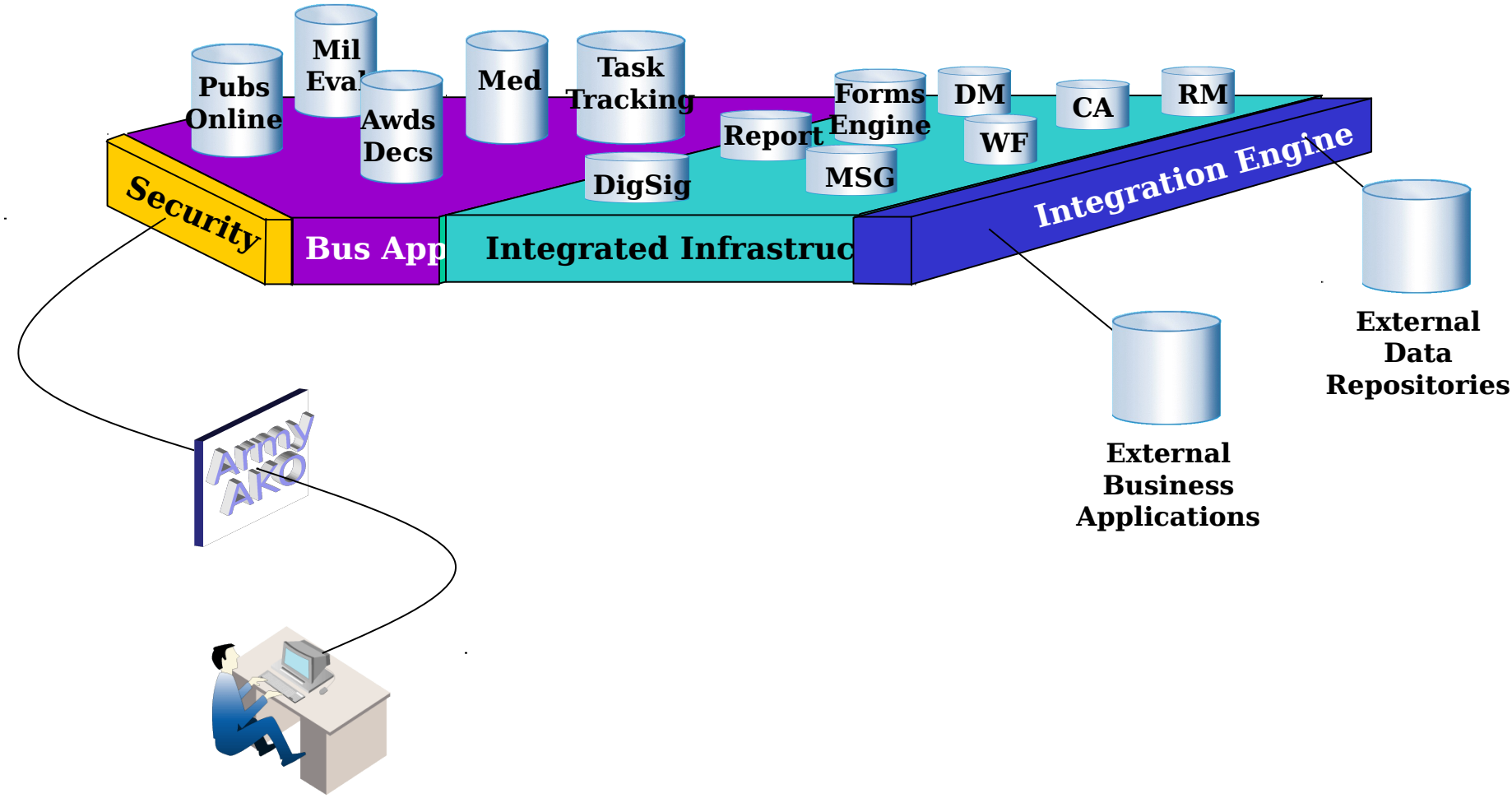
With an <u>electronic evaluation</u> a platoon sergeant easily saves:

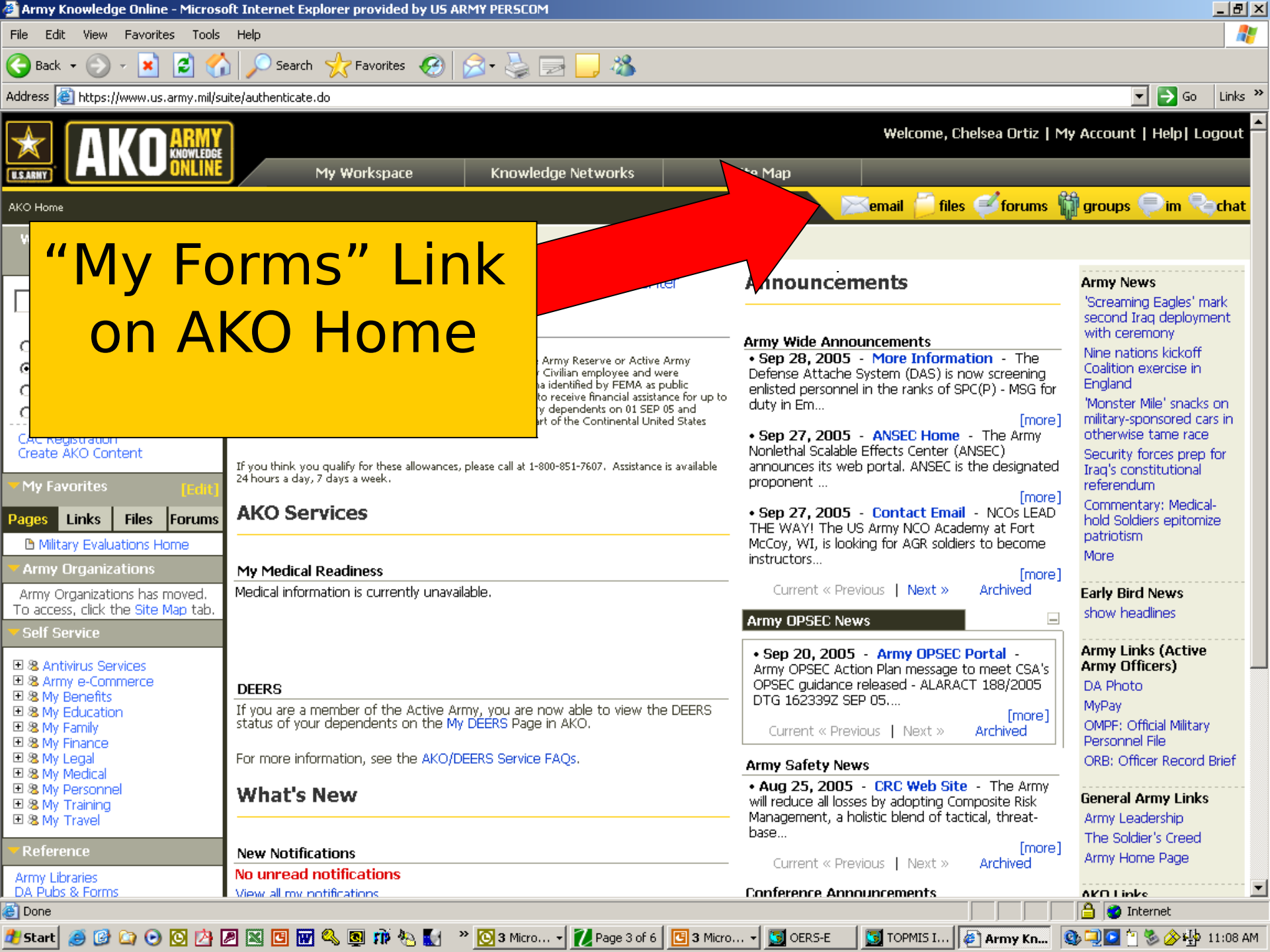
Form Preparation	4 Hours
Routing, Re-signing, & Turn-in	24 Hours
Administrative Load & Reg Knowledge	6 Hours
	34 hours / year

Bottom Line: with just one process, Leaders gain more time to lead Soldiers.

FCMP: The Army Solution

- For all Users Supporting the Army Mission -

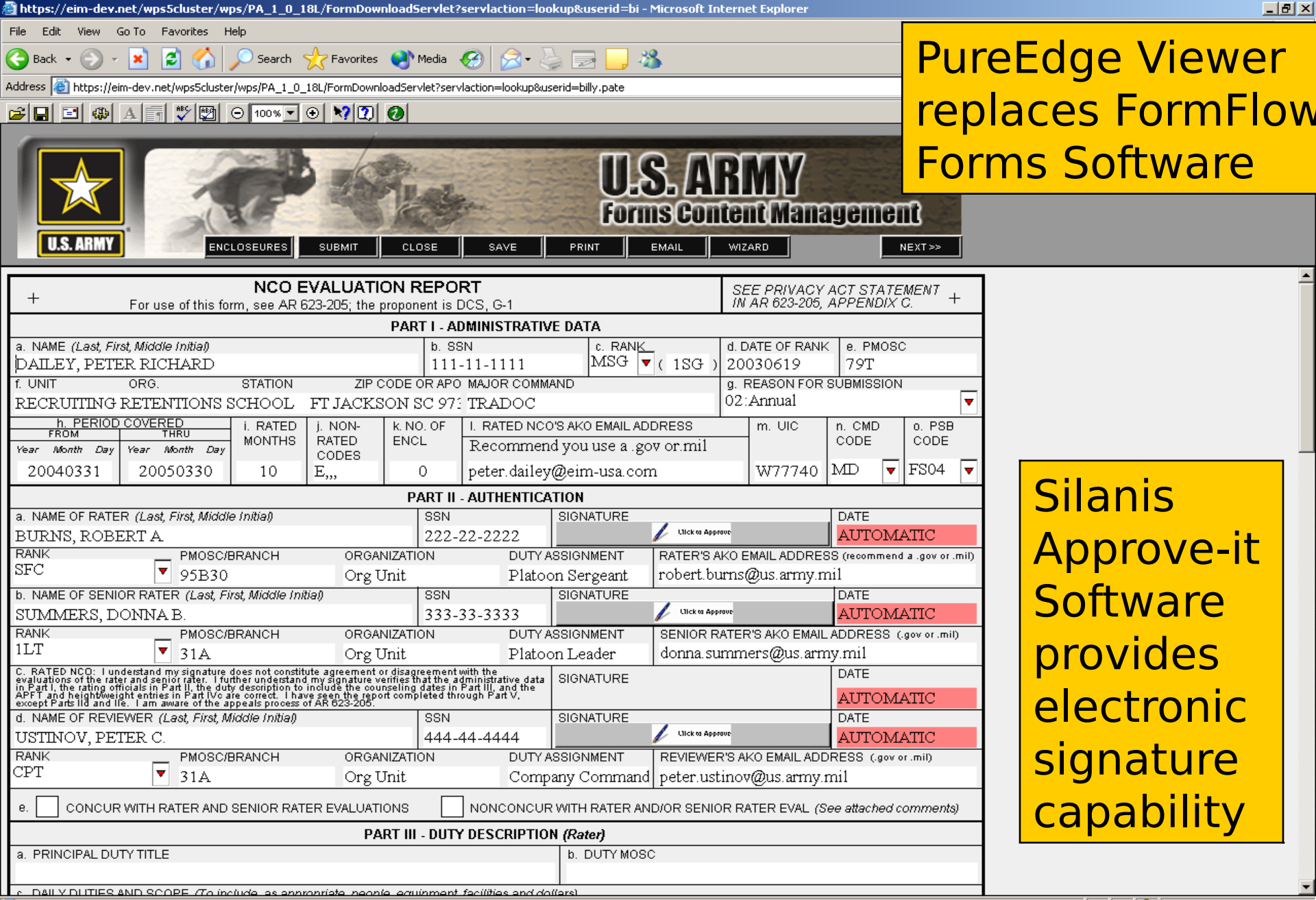



Army Knowledge Online - Microsoft Internet Explorer provided by US ARMY PERSCOM
File Edit View Favorites Tools Help
Back Search Favorites
Address https://www.us.army.mil/suite/authenticate.do
Go Links
AKO ARMY KNOWLEDGE ONLINE
Welcome, Chelsea Ortiz | My Account | Help | Logout
My Workspace
Knowledge Networks
Site Map
AKO Home
email files forums groups im chat
"My Forms" Link on AKO Home
Announcements
Army Wide Announcements
• Sep 28, 2005 - More Information - The Defense Attache System (DAS) is now screening enlisted personnel in the ranks of SPC(P) - MSG for duty in Em...
[more]
• Sep 27, 2005 - ANSEC Home - The Army Nonlethal Scalable Effects Center (ANSEC) announces its web portal. ANSEC is the designated proponent ...
[more]
• Sep 27, 2005 - Contact Email - NCOs LEAD THE WAY! The US Army NCO Academy at Fort McCoy, WI, is looking for AGR soldiers to become instructors...
[more]
Current « Previous | Next » Archived
Army OPSEC News
• Sep 20, 2005 - Army OPSEC Portal - Army OPSEC Action Plan message to meet CSA's OPSEC guidance released - ALARACT 188/2005 DTG 162339Z SEP 05....
[more]
Current « Previous | Next » Archived
Army Safety News
• Aug 25, 2005 - CRC Web Site - The Army will reduce all losses by adopting Composite Risk Management, a holistic blend of tactical, threat-base...
[more]
Current « Previous | Next » Archived
Conference Announcements
Army Reserve or Active Army
Civilian employee and were
identified by FEMA as public
to receive financial assistance for up to
dependents on 01 SEP 05 and
of the Continental United States
If you think you qualify for these allowances, please call at 1-800-851-7607. Assistance is available 24 hours a day, 7 days a week.
AKO Services
My Medical Readiness
Medical information is currently unavailable.
DEERS
If you are a member of the Active Army, you are now able to view the DEERS status of your dependents on the My DEERS Page in AKO.
For more information, see the AKO/DEERS Service FAQs.
What's New
New Notifications
No unread notifications
View all my notifications
CAC Registration
Create AKO Content
My Favorites [Edit]
Pages Links Files Forums
Military Evaluations Home
Army Organizations
Army Organizations has moved. To access, click the Site Map tab.
Self Service
Antivirus Services
Army e-Commerce
My Benefits
My Education
My Family
My Finance
My Legal
My Medical
My Personnel
My Training
My Travel
Reference
Army Libraries
DA Pubs & Forms
Army News
'Screaming Eagles' mark second Iraq deployment with ceremony
Nine nations kickoff Coalition exercise in England
'Monster Mile' snacks on military-sponsored cars in otherwise tame race
Security forces prep for Iraq's constitutional referendum
Commentary: Medical-hold Soldiers epitomize patriotism
More
Early Bird News
show headlines
Army Links (Active Army Officers)
DA Photo
MyPay
OMPF: Official Military Personnel File
ORB: Officer Record Brief
General Army Links
Army Leadership
The Soldier's Creed
Army Home Page
AKO Links
Done
Internet
Start
3 Micro...
Page 3 of 6
3 Micro...
OERS-E
TOPMIS I...
Army Kn...
11:08 AM

FCMP Portal provides user ability to manage business process

Functionality:

- Form Finder
- Inbox
- Tracking
- Drafts
- Favorites
- Templates
- Routing


https://eim-dev.net/wps5cluster/wps/PA_1_0_18L/FormDownloadServlet?servlaction=lookup&userid=bi - Microsoft Internet Explorer
File Edit View Go To Favorites Help
Back Search Favorites Media
Address https://eim-dev.net/wps5cluster/wps/PA_1_0_18L/FormDownloadServlet?servlaction=lookup&userid=billy.pate
U.S. ARMY
Forms Content Management
ENCLOSEURES SUBMIT CLOSE SAVE PRINT EMAIL WIZARD NEXT >>
NCO EVALUATION REPORT
For use of this form, see AR 623-205; the proponent is DCS, G-1
SEE PRIVACY ACT STATEMENT IN AR 623-205, APPENDIX C.
PART I - ADMINISTRATIVE DATA
a. NAME (Last, First, Middle Initial) DAILEY, PETER RICHARD
b. SSN 111-11-1111
c. RANK MSG (1SG)
d. DATE OF RANK 20030619
e. PMOSC 79T
f. UNIT ORG. STATION RECRUITING RETENTIONS SCHOOL
ZIP CODE OR APO FT JACKSON SC 97
MAJOR COMMAND TRADOC
g. REASON FOR SUBMISSION 02:Annual
h. PERIOD COVERED FROM Year Month Day 20040331 THRU Year Month Day 20050330
i. RATED MONTHS 10
j. NON-RATED CODES E,,,
k. NO. OF ENCL 0
l. RATED NCO'S AKO EMAIL ADDRESS Recommend you use a .gov or .mil peter.dailey@eim-usa.com
m. UIC W77740
n. CMD CODE MD
o. PSB CODE FS04
PART II - AUTHENTICATION
a. NAME OF RATER (Last, First, Middle Initial) BURNS, ROBERT A.
SSN 222-22-2222
SIGNATURE Click to Approve
DATE AUTOMATIC
RANK SFC
PMOSC/BRANCH 95B30
ORGANIZATION Org Unit
DUTY ASSIGNMENT Platoon Sergeant
RATER'S AKO EMAIL ADDRESS (recommend a .gov or .mil) robert.burns@us.army.mil
b. NAME OF SENIOR RATER (Last, First, Middle Initial) SUMMERS, DONNA B.
SSN 333-33-3333
SIGNATURE Click to Approve
DATE AUTOMATIC
RANK 1LT
PMOSC/BRANCH 31A
ORGANIZATION Org Unit
DUTY ASSIGNMENT Platoon Leader
SENIOR RATER'S AKO EMAIL ADDRESS (.gov or .mil) donna.summers@us.army.mil
c. RATED NCO: I understand my signature does not constitute agreement or disagreement with the evaluations of the rater and senior rater. I further understand my signature verifies that the administrative data in Part I, the rating officials in Part II, the duty description to include the counseling dates in Part III, and the APFT and height/weight entries in Part IVc are correct. I have seen the report completed through Part V, except Parts IId and IIe. I am aware of the appeals process of AR 623-205.
SIGNATURE
DATE AUTOMATIC
d. NAME OF REVIEWER (Last, First, Middle Initial) USTINOV, PETER C.
SSN 444-44-4444
SIGNATURE Click to Approve
DATE AUTOMATIC
RANK CPT
PMOSC/BRANCH 31A
ORGANIZATION Org Unit
DUTY ASSIGNMENT Company Command
REVIEWER'S AKO EMAIL ADDRESS (.gov or .mil) peter.ustinov@us.army.mil
e. CONCUR WITH RATER AND SENIOR RATER EVALUATIONS
NONCONCUR WITH RATER AND/OR SENIOR RATER EVAL (See attached comments)
PART III - DUTY DESCRIPTION (Rater)
a. PRINCIPAL DUTY TITLE
b. DUTY MOSC
c. DAILY DUTIES AND SCOPE (To include, as appropriate, people, equipment, facilities and dollars)
Unknown Zone
Start
TAPCMSE, TAGD...
Re: RE: OER Inf...
OERS-E
FCMP Demo in p...
IBM WebSphere ...
https://eim-d...
10:18 AM

PureEdge Viewer replaces FormFlow Forms Software

Silanis Approve-it Software provides electronic signature capability

NO DATA. Please click the Begin OER button below to create an evaluation.

U.S.ARMY

OFFICER EVALUATION FORM
DA FORM 67-9

Link to AR 623-3

Administrative Data | Rater Actions | Inter Rater Actions | Senior Rater Actions | Rated Soldier | Enclosures

- Data Entry - Rated Soldier
- Admin Data - Rated Soldier
- Admin Data - Continued
- Data Entry - Rating Chain
- Auth - Rating Chain
- Duty Des - Rated Soldier

Select Method for Data Entry – Rated Soldier

You may automatically populate this OER form by retrieving the Rated Soldier's personnel information from the Army personnel database. If you choose not to prepopulate this form, you will be required to manually enter all required information.

☐ Manually enter Rated Soldier's administrative data.

☒ Automatically populate the Rated Soldier's administrative data by searching the Army personnel database.

Enter requested data and click SEARCH. (All fields highlighted in yellow are required.)

Rated Officer's SSN - -

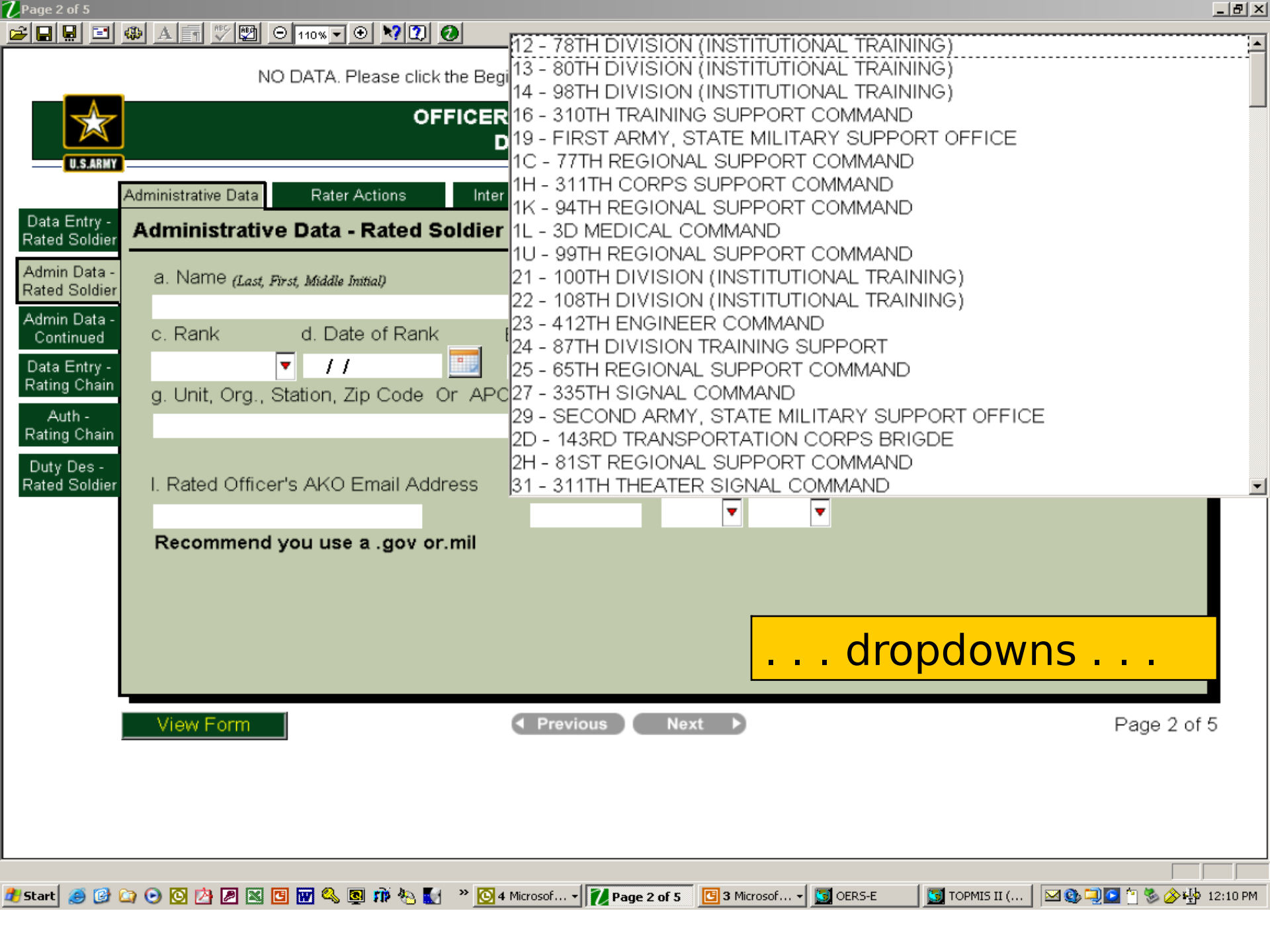
Rated Officer's Last Name (First Two Letters)

SEARCH

View Form

Previous

Forms wizards feature auto-fill from Army databases . . .


Page 2 of 5
110%
NO DATA. Please click the Begi
OFFICER
D
U.S.ARMY
Administrative Data
Rater Actions
Inter
Data Entry - Rated Soldier
Admin Data - Rated Soldier
Admin Data - Continued
Data Entry - Rating Chain
Auth - Rating Chain
Duty Des - Rated Soldier
Administrative Data - Rated Soldier
a. Name (Last, First, Middle Initial)
c. Rank
d. Date of Rank
/ /
g. Unit, Org., Station, Zip Code Or APC
l. Rated Officer's AKO Email Address
Recommend you use a .gov or.mil
12 - 78TH DIVISION (INSTITUTIONAL TRAINING)
13 - 80TH DIVISION (INSTITUTIONAL TRAINING)
14 - 98TH DIVISION (INSTITUTIONAL TRAINING)
16 - 310TH TRAINING SUPPORT COMMAND
19 - FIRST ARMY, STATE MILITARY SUPPORT OFFICE
1C - 77TH REGIONAL SUPPORT COMMAND
1H - 311TH CORPS SUPPORT COMMAND
1K - 94TH REGIONAL SUPPORT COMMAND
1L - 3D MEDICAL COMMAND
1U - 99TH REGIONAL SUPPORT COMMAND
21 - 100TH DIVISION (INSTITUTIONAL TRAINING)
22 - 108TH DIVISION (INSTITUTIONAL TRAINING)
23 - 412TH ENGINEER COMMAND
24 - 87TH DIVISION TRAINING SUPPORT
25 - 65TH REGIONAL SUPPORT COMMAND
27 - 335TH SIGNAL COMMAND
29 - SECOND ARMY, STATE MILITARY SUPPORT OFFICE
2D - 143RD TRANSPORTATION CORPS BRIGDE
2H - 81ST REGIONAL SUPPORT COMMAND
31 - 311TH THEATER SIGNAL COMMAND
. . . dropdowns . . .
View Form
Previous
Next
Page 2 of 5
Start
4 Microsof...
Page 2 of 5
3 Microsof...
OERS-E
TOPMIS II (...
12:10 PM

NO DATA. Please click the Begin OER button below to create an evaluation.

OFFICER EVALUATION FORM
DA FORM 67-9

Link to AR 623-3

Administrative Data | Rater Actions | Inter Rater Actions | Senior Rater Actions | Rated Soldier | Enclosures

- Character
- Leader Att /Skills
- Leader Actions
- Army Phys. Fitness Data
- Performance & Evaluation
- Potential & Unique Skills
- Rater Validation

Army Physical Fitness Height/ Weight Data – Rated Soldier

Enter Rated Soldier's APFT and Height/Weight data. If APFT is not available for medical or other reasons, select appropriate option in drop-down menu. NOTE: APFT date must be within 12 months prior to the thru date of this report.

APFT FAIL

Height(in)

Weight(lbs)

ards?

PureEdge Viewer

This is a referred report. Comments for FAIL entry will address reason for failure and note any progress towards meeting physical fitness standards.

OK

OFFICER DEVELOPMENT – MANDATORY YES OR NO ENTRY FOR RATERS OF CPTs, LTs, CW2s, and WO1S.

Were developmental tasks recorded on DA Form 67-9-1a and quarterly follow-up counselings conducted?

. . . and regulatory business logic.

View Form | Previous | Next

MSD Website (work in progress)
Electronic OER & NCOER (FCMP)

Electronic OER & NCOER
(Forms Content Management Program)
Current Information:
o Info Brief & Slide Demo
o FCMP Frequently Asked Questions
o What's not in this first version of FCMP that we
want?

Forms Wizards:
o Latest draft Forms Wizards (drafts)
o Template for Comments / Response
o Downloading PureEdge (required to view forms)
o What can't you test in these forms?

Operational Testing - Evaluation Forms:
o Testing Concept
o Testing Milestones
o Testing Dates (anticipated)
o Volunteering to be a Test Site?

HQDA Processing:
o General Information
o Report Reject Procedures (draft)
o HQDA Reporting Capabilities

Regulations Staffing:
o Concept
o Specific Policy Changes
o Status of Required Actions

Implementation Guidance:
o Concept / Timeline
o MILPER Message
o Information Paper
o Information Slide

General Description: An electronic OER and NCOER are the pilot forms in a much larger venture called Forms Content Management Program (FCMP) run by Army Publishing Directorate.

Who: For the Army's 3 components and individuals with AKO access.

What: An improved method of retrieving, routing, and completing forms and business processes.

Where: You get, complete, and route forms through an AKO web page.

When: Program elements start iteratively. An AKO forms page should be available Oct 05, a first version of 'wizardized' OER and NCOER expected soon thereafter.

Why: To make forms easier:
Reduce time and effort filling out administrative information, checking regulations, and routing between users and to HQDA.
Provide an Army electronic signature for forms and other applications.
Be user friendly.

Points of Contact
o Evaluation Systems Office
o Army Publishing Directorate
o Providing Feedback (how and who)

User Training:
o How to find a form in FCMP
o How to save a form in FCMP
o How to Sign an Evaluation in FCMP
o FCMP NCOER Counseling Process
o FCMP OER Counseling Process
o Creating a final NCOER
o Creating a final OER
o Evaluation Options for S-1s in FCMP

G-1/S-1 Specifics:
o Local processing policy
o Tracking evaluations in FCMP
o FCMP reports and capabilities

Our Intent for this Web Page:
1. We will keep it as up to date as possible.
2. We will date document names so users can compare with ones previously posted and downloaded. The latest date will have the latest information.
3. We will add information as we obtain, know, or create it. If you cannot open any of these topic titles - we aren't ready with the information yet.
4. We push information to you, wanting to get information back. This is a rapidly developing program which changes as we conduct AARs on the elements. We appreciate your assistance in moving to a new way of doing business.

Why Military Evaluations?

- Start with a simple process – NCOER.
- Include, a complex process – OER.
- Immediately touch all leaders – personally and professionally, military and civilian.
- Institute a culture change –
  - System for routing forms between users.
  - Acceptance of electronic signature.
  - Wizards for forms completion.
  - Start of “real” paperless environment.

What Is our Intent With Military Evaluations Processes?

- Keep evaluation philosophy but transform system collecting and delivering information.
- Provide electronic signature for dispersed locations.
- Reduce administrative burden.
- Make 3 regulations into 1 with the same rules.
- Give users what they've got today and more.
- Give users a good upgrade now; knowing we will continue to improve in subsequent versions.

Evaluation Specifics

- Kept NCOER counseling philosophy, redesigned form and process.
  - Increased admin information.
  - 2 forms into NCOER Counseling and Support Form – redesigned, content similar.
  - Included SR in process (review/initial).
  - Instructions into DA PAM and wizard format.
- Moved rated NCO signing to last.
  - Item: NCO sends report, once signed, to SR.
  - Item: SR and Cdr (with tools in system to

Evaluation Specifics (continued)

- Took PSB out of processing in regulation.
  - Removed PSB initials on form.
  - Left CMD and PSB codes on forms for transition period tracking.
- OER / NCOER Administrative Information:
  - Added blocks for individual's email address.
  - Added block for UIC (and status code)
  - Aligned report "reason for submission" codes between NCOER and OER.
  - NCOER: changed dates to reflect date (20040115) instead of Month, Year (2004

What Else is Needed?

- Rating Schemes:
  - Too hard right now to incorporate into process.
  - Expect this to be a clear desire from the field.
  - Clearer picture of options once users start.

- Academic Evaluation Reports (AER):
  - REC: Take AER from evaluation history.
  - Accommodate G-1 work with AER and ATRRS.

- Your ideas?

Questions

See the Evaluation Systems Office web page for points of contact.